



Minutes of Evaluation Committee (Public Meeting)

RFP #215004

Business Case for Montana's Nutrient Trading Program

Thursday, August 28, 2014
Room 45, Metcalf Building
1520 East Sixth Avenue, Helena, MT 59620

DEQ Evaluation Committee in Attendance:

Mark Bostrom
Robyn Boyle
Jon Kenning
Eric Regensburger
Todd Teegarden
Vicki Woodrow

Offeror/Public Attendance

Court Harris (CH2MHill – via teleconference)
Jason Mercer (Morrison-Maierle, Inc.)
Kevin Kratt (Tetra Tech, Inc. – via teleconference)

Minutes of the meeting were taken by Vicki Woodrow, Department of Environmental Quality Contracts Officer and Procurement Officer for this Request for Proposal (RFP). This meeting was to score the proposals submitted in response to the above noted RFP to secure the services of a contractor to develop a business case to assess the viability of a nutrient trading program for Montana. Offerors that submitted proposals under the above noted RFP included CH2MHill, Morrison-Maierle, Inc., and Tetra Tech, Inc.

The members of the Evaluation Committee had independently reviewed and scored proposals submitted. The Committee agreed to either average the individual scores or reach a consensus score based on discussion. The team scored each Offeror's proposal, in its entirety, against the stated RFP evaluation criteria. Out of a total of 100 possible points, CH2MHill scored a total of 78 points, Morrison-Maierle, Inc. scored a total of 87 points, and Tetra Tech, Inc. scored a total of 87 points.

As a result of the tied score between Morrison-Maierle, Inc. and Tetra Tech, Inc., the Evaluation Committee, in accordance with provisions of the RFP, chose to conduct a brief interview with the two top scoring vendors and, thereafter, ask for best and final offers. Interviews will be conducted on Tuesday, September 2, 2014, followed by the request for best and Final Offeror (anticipated due date is September 04, 2014). The Evaluation Committee has reserved their right to recommend transmittal of a Notice of Award pending the result of the interviews and best and final offer.

Respectfully Submitted by:

A handwritten signature in blue ink that reads "Vicki J. Woodrow". The signature is fluid and cursive, with the first name "Vicki" being more prominent.

Vicki J. Woodrow
Procurement Officer, RFP 215004